



SACHI A. HAMAI  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

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February 2, 2016

To: Patrick Ogawa  
Acting Executive Officer

From: Sachi A. Hamai  
Chief Executive Officer

Lisa M. Garrett  
Director of Personnel

Board of Supervisors  
HILDA L. SOLIS  
First District

MARK RIDLEY-THOMAS  
Second District

SHEILA KUEHL  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

### REVIEW OF BOARD POLICY NO. 3.060 – NON-DISCRIMINATION ON THE BASIS OF DISABILITY

In response to your October 22, 2015 request, we have completed our review of the attached Board Policy No. 3.060 – Non-Discrimination on the Basis of Disability. Please note we have received an extension by your office for our review of this Policy to February 10, 2016.

The Policy has been reviewed by committee members from your Executive Office of the Board of Supervisors (County Equity Oversight Panel), Chief Executive Office (CEO), County Counsel, and staff from the Department of Human Resources' Equal Employment Opportunity/Diversity Program and Equity Investigations. Based on the committee's review, the following recommendations were made:

- Clarify the Board Policy's purpose of ensuring compliance with Title II of the Americans with Disabilities Act of 1990 (ADA) in terms of admission and access to County programs, activities, and services;
- Remove Department of Human Resources from Responsible Department and any references to employment relative to ADA from the Policy. The CEO has oversight of Title II of the ADA relative to accessibility of County programs, activities, and services;
- Include references to employment as relative to ADA in the next sunset review of Board Policy 9.010 – Equal Employment Opportunity Non-Discrimination Policy Statement, and Poster;
- Include links in the Reference Section of the "Informal Complaint Form" and "Non-Discrimination Policy Statement and Poster" (Copy attached).

*"To Enrich Lives Through Effective And Caring Service"*

**Please Conserve Paper – This Document and Copies are Two-Sided  
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Patrick Ogawa  
February 2, 2016  
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We recommend that this Policy be amended and remain in effect, with an extended sunset review date of four years to February 17, 2020.

If your staff has any questions, please have them contact Indira Richards, CEO Disability Programs, at (213) 351-5362, or Marisa Lopez, Department of Human Resources, at (213) 351-8945.

SAH:JJ:LMG  
STR:AR:sg

Attachments



# Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

ATTACHMENT I

Policy #:	Title:	Effective Date:
3.060	Non-Discrimination On The Basis Of Disability	01/04/94

(See also [9.010](#))

## PURPOSE

Establishes a County policy of non-discrimination on the basis of disability in accordance with the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. Clearly and concisely communicates to all County employees and the community the Board's commitment to non-discrimination on the basis of disability ~~in employment and~~ in admission and access to County services, programs and activities. This policy further recognizes ~~the Department of Human Resources (DHR) as the entity having oversight for County enforcement of the ADA relative to employment and~~ the Chief Executive Office (CEO) as the entity having oversight for County enforcement of [Title II of the](#) ADA relative to access to County services, programs and activities.

## REFERENCE

January 4, 1994, Board Order [Synopsis 67](#)

[February 8, 1994](#), Executive Office/ADA Steering Committee memo "Board Policy – Americans with Disabilities Act (ADA)"

[Americans with Disabilities Act of 1990 \(42 USC 12101 Title II et seq.\)](#)

[ADA Amendments Act of 2008 Public Law 110-325 September 25, 2008](#)

[Informal Complaint Form](#)

[Non-Discrimination Policy Statement and Poster](#)

## POLICY

The policy requires the County to comply with the Americans with Disabilities Act (ADA) of 1990 and all applicable laws, statutes, regulations and policies relating to the protection of persons with disabilities and to not discriminate on the basis of disability ~~in employment or~~ in admission and access to its services, programs or activities. Each County Department is to designate an ADA Coordinator to carry out the Department's compliance with the non-discrimination provisions of the ADA. Each Department is to implement the Board-approved Informal Complaint Procedure and to post the County Policy of Non-Discrimination in conspicuous places frequented by the public. The document serves as a

declaration of the Board's intention to hold all employees responsible for creating a non-discriminatory work environment and equality of service commitment to people with disabilities. The document provides employees and members of the public with a list of appropriate contacts to resolve problems in the area of discrimination based on disability in admission and access to services, programs and activities.

## **RESPONSIBLE DEPARTMENT**

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~~Department of Human Resources and~~ Chief Executive Office

## **DATE ISSUED/SUNSET DATE**

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**Issue Date: January 4, 1994**  
**Review Date: January 16, 2003**  
**Review Date: January 18, 2007**  
**Review Date: February 17, 2011**  
**Review Date: October 21, 2011**  
**Review Date: February 17, 2016**

**Sunset Review Date: January 4, 2003**  
**Sunset Review Date: January 16, 2007**  
**Sunset Review Date: January 16, 2011**  
**Sunset Review Date: February 17, 2012**  
**Sunset Review Date: February 74~~17~~, 2016**  
**Sunset Review Date: February 17, 2020**



## COUNTY OF LOS ANGELES AMERICANS WITH DISABILITIES ACT (ADA) PROGRAM COMPLAINT FORM

Person completing form (**check one**): ☐ Complainant ☐ Authorized Representative

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

### ALLEGED VIOLATIONS

Describe how the County of Los Angeles has not complied with ADA. Provide sufficient detail to make your complaint clear (attach additional pages if necessary).

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### REQUESTED ACTION

What actions do you request the County take to correct the alleged ADA non-compliance or discrimination?

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COUNTY OF LOS ANGELES  
AMERICANS WITH DISABILITIES ACT (ADA)  
PROGRAM COMPLAINT FORM**

**Instructions**

The County of Los Angeles has adopted an informal complaint procedure for the resolution of complaints alleging Americans with Disabilities Act (ADA) non-compliance by the County of Los Angeles.

**Complaint Procedure**

1. Complaint shall be filed in writing. The complaint must contain the name, address, and telephone number of complainant and a brief description of the alleged County violation(s).
2. Requested corrective action to resolve the alleged violation(s) should be included.
3. All complaints must be signed by the complainant.
4. Complaints should be addressed to the Departmental ADA Coordinator.
5. An informal meeting with the ADA Coordinator may be arranged to answer any questions, upon your request.
6. The department will respond in writing within sixty (60) days from the date the complaint was filed.

Using this informal complaint procedure is not a requirement under federal regulations nor does it prevent you from filing a complaint with the appropriate federal enforcement agency. Any retaliation, coercion, intimidation, threat, interference, or harassment for filing of a complaint is prohibited and should be reported immediately to the Departmental ADA Coordinator or to the County's CEO Disability Civil Rights section.

***If you are a current County employee and you have an employment-related ADA complaint, you should file a discrimination complaint using your Department's existing employee complaint procedure. For further information, refer to the Departmental Affirmative Action Coordinator.***

**This form is available in alternate format from the  
Departmental ADA Coordinator upon request**